WinPLUS User's Guide
Version 2.3

Guide for reporting data for the Public Libraries Survey, FY 2001 under

The Federal-State Cooperative System (FSCS) for Public Library Data

November 2001

The National Center for Education Statistics (NCES)

The U.S. Census Bureau

The U. S. National Commission on Libraries and Information Science (NCLIS)

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1 INTRODUCTION

1.1 Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES), established in 1965, was given the responsibility for the collection, analysis, and reporting of educational statistics in the United States. In 1985, a pilot project to collect public library data from 15 of 50 states was developed cooperatively by NCES and the American Library Association (ALA) and jointly funded by NCES and the U.S. Department of Education's Library Programs office (LP). The resulting report recommended expansion to all 50 states and the District of Columbia. A task force was formed, with the goal of developing a comprehensive national system of data on the status of public libraries in the United States. The legislative mandate for collecting public library statistics was included in the Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (PL 100-297), section 406, subparts a to g, which mandated the development and support of a voluntary Federal-State Cooperative System (FSCS) for the annual national collection and dissemination of public library data.

Under the current FSCS, State Data Coordinators appointed by the Chief Officers of State Library Agencies (COSLA) submit data for NCES's "Public Libraries Survey" for the universe of about 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES works closely with the State Data Coordinators, COSLA, the National Commission on Libraries and Information Science (NCLIS), ALA, the Institute of Museum and Library Services (IMLS), and the U.S. Census Bureau (the data collection agent for NCES) in the design and conduct of the survey.

NCES releases an annual data file (the only national database on public libraries) and survey report. Federal, state and local officials, as well as professional associations, researchers, educators, and local practitioners use the information for planning, research, evaluation, and policymaking decisions.

1.2 Development of Survey Software

FSCS was the first national NCES data collection in which the respondents used survey software to enter, edit, and tabulate their data before submitting it to NCES. The history of software development is summarized below.

?? 1989 (FY 1988 data)—DECTOP (Data Entry Conversion Table Output Program), a personal computer (PC) software package for States to use in collecting individual public library data and generating statistical tables, was developed. DECTOP collected information about public library staffing, service outlets, operating income and expenditures, size of collection, and service measures such as reference transactions, interlibrary loans, circulation, and public service hours. DECTOP utilized Borland/Ashton-Tate's dBASE IV and Nantucket's Clipper database applications.

?? 1990 (FY 1989 data)—PLUS (Public Library Universe System), another PC software package to collect data for the public library universe, including identifying information for individual public libraries and their outlets, was developed.

?? 1993 (FY 1992 data)—DECPLUS, a merger of DECTOP and PLUS, was introduced. In addition to maintaining DECTOP and PLUS, the merger eliminates duplication of effort, minimizes duplicate data entry, enhances edit checking, and saves time.

?? 1998 (FY 1997 data)—WinPLUS, a windows-based version of DECPLUS, was introduced in partially functional form. A fully operational DECPLUS was also provided.

?? 1999 (FY 1998 data)—WinPLUS was fully operational and replaced DECPLUS for the FY 1998 data collection.

?? 2000 (FY 1999 data)—WinPLUS 2.1 was revised to allow the user to perform the matching routine separately from the import operation. A file export option was also added in response to user's request.

?? 2001 (FY 2000 data)—There were no revisions to the WinPLUS software.

?? 2002 (FY 2001 data)—There were no revisions to the WinPLUS software.

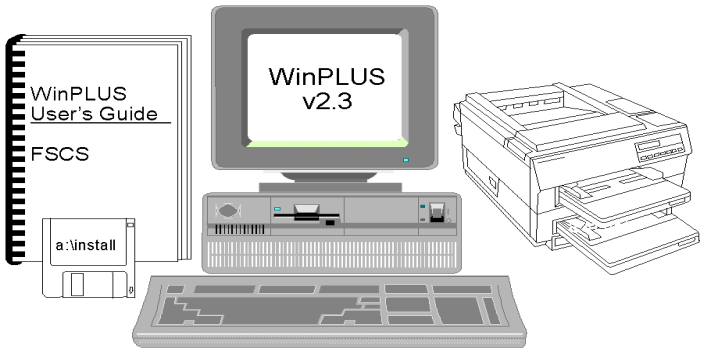
1.3 Revisions to WinPLUS 2.3

No revisions were made to the WinPLUS software.

2 GETTING STARTED

2.1 WinPLUS Package Contents

The WinPLUS package includes this User's Guide and a cover letter.



The WinPLUS software and state data files are available (1) as an Internet download (see section 2.5 for instructions) or (2) on compact disc (CD) *only* if you are unable to download the software and state files via the Internet. Please contact Cynthia Ramsey or Maria Polcari (PLS Census staff) at **govs.pls@census.gov** for the CD version, if necessary.

The state database includes the following: 1) the previous year's administrative entity and outlet data, 2) the current-year templates for state characteristics data, administrative entity data, and outlet data, and 3) the historical tracking data for administrative entities and outlets.

2.2 Computer System Requirements

To function properly, WinPLUS *must* be installed on a personal computer running Windows 95, Windows 98, or Windows NT. If you are unsure of your system setup, please consult your local technical support staff, or contact the PLS Census staff at **govs.pls@census.gov**. In addition, Appendix J—Glossary of Terms may be helpful.

Hardware Requirements

- IBM Compatible 32 bit Personal Computer running Windows 95/98 or Windows NT version 4.0 or higher (A Pentium is recommended.)
- 16 Meg of RAM (32 Meg recommended)
- An HP Series II or compatible laser printer
- VGA monitor or better

Internet Requirements

- Access to the Internet for downloading/uploading
- Recent Browser (i.e., Internet Explorer or Netscape)
- FTP (File Transfer Protocol) capability

2.3 User Requirements

The WinPLUS software does not require an advanced level of personal computer expertise but does require the user to have a basic knowledge of how to use a personal computer running Windows.

2.4 Conventions for User's Guide and WinPLUS Screens

In the WinPLUS software, windows or boxes pop up on preexisting or blank screens. Typically, the window offers a list of items, such as libraries, for selection by scrolling. Use the PgUp or PgDn keys, mouse and scroll bar, or scroll by the first letter to move from one selection to another. WinPLUS highlights your current selection. Press Enter to finalize your current selection.

Scrolling options are used in windows to move the cursor as follows:

?? <Tab> Accepts data that the user has just typed for the current data element and moves forward to the next data element.

?? <Page Up> When applicable, accepts data that the user has just typed for the current data element and moves backward one page or screen to the previous screen.

?? <Page Down> When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

?? 'Scroll by first letter' When applicable, used to scroll to an item. The user types the first letter of the item.

2.5 Installing WinPLUS

The WinPLUS software may be downloaded from the Internet. If WinPLUS 2.2 or higher is currently installed, the user can choose the "Software Upgrade Installation" option. Users with no version of WinPLUS or one prior to WinPLUS 2.2 must choose the "Full Software Installation" option.

Download WinPLUS software or upgrade and the state data file from the Internet

WinPLUS and your state data file are available from the Internet through the U.S. Census Bureau's World Wide Web (WWW) site and can be downloaded following the instructions below.

- ?? Using a Web browser, point to http://www.census.gov/govs/www/pls.html address
- ?? Download the software archive you need by clicking on the appropriate selection.
- ?? If a file download box appears with a default "Save this program to disk" option highlighted, select the **OK** button. (This message is dependant on the type of Web browser.)
- ?? When the "Save As" box appears, be sure to note the directory where the installation file will be saved and select the **Save** button.
- ?? Page down to the "State Data Files" drop down list to select the state's data archive and follow the "Save As" instructions above.
- ?? If your Web browser gives you the option of a "binary" or "ASCII" download, choose "binary".
- ?? If the browser asks whether to "Open it" or "Save to Disk", choose "Save to Disk".

NOTE: If you need assistance using the Internet, consult either your system manager or contact the PLS Census staff at 1-800-451-6235 or via e-mail to **govs.pls@census.gov**.

Software Upgrade Installation for WinPLUS 2.2

- ?? From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
- ?? Double click on the filename *winplus23upgrade.exe*.
- ?? Read the opening message and select the **OK** button.
- ?? Verify that the *Unzip To Folder* contains the currently installed version of WinPLUS 2.2 or later.
- ?? Select the **Unzip** button.
- ?? Answer **Yes** to *Overwrite file?*.
  Note: If the message *"Overwrite file?"* does NOT appear, WinPLUS 2.2 or later is not installed on this computer and the user should go to the Full Installation instructions or the software is located in a different directory
- ?? Select **OK** and then **Close**.
- ?? Proceed to 'Extract the state data file' instructions below before using WinPLUS.

Full Software Installation

First, UNINSTALL any version of WinPLUS

- ?? Open the Control Panel (Start | Settings | Control Panel)
- ?? Double-click the Add/Remove Programs icon
- ?? Select WinPLUS from the list
- ?? Click the Add/Remove button
- ?? Click the Yes button to remove the old software
- ?? Click the Remove None button when prompted about uninstalling shared files.

NOTE: Your local technical support staff can provide assistance with this.

Installing the WinPLUS Software

IMPORTANT—If the computer is run on Windows NT or Windows 2000, the installer MUST have administrative rights. If you do not have administrative rights, have the WinPLUS software installed by your technical support staff. It is also a good idea to close all other applications before installing WinPLUS:

?? From Windows Explorer, select the directory noted above that contains the software archive previously downloaded.
?? Double-click on the filename, *winplus23install.exe*.
?? Select the **Setup** button and the application will state *Copying files please stand by*.
?? Once all files are copied, you will get a system message stating:
Welcome to the WinPLUS 2.3 Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.
?? Choose **OK** to continue Setup.
?? By default, "WinPLUS" Setup will install the software in ***C:\PROGRAM FILES\WINPLUS***.
You have the option to override this default directory, but it is recommended that you **DO NOT**. However, if you opt to change the default location, be sure to substitute that location for all **subsequent** references to **C:\Program Files\WinPLUS**.
?? Click on the C**omputer** button to install the "WinPLUS" software.
?? A box will appear stating "Installing Data Access Components" while Microsoft Data Access Components 2.1 are automatically installed.
?? Once the Data Access Components are installed, you will return to the WinPLUS 2.3 setup.
?? You may get one or more Version Conflict boxes stating:
A file being copied is older than the file currently on your system.
It is recommended that you keep your existing file...etc., etc.
Do you want to keep this file? **ALWAYS respond YES to this question.**
?? Eventually you will get "WinPLUS 2.3 setup was completed successfully."
?? Choose **Ok**.
?? Proceed to 'Extract the state data file' instructions below before using WinPLUS.

Extract the State Data File

?? From Windows Explorer, select the directory containing the previously downloaded state archive.
?? Double click on *winplus**st**mdb.exe (*where *"**st**"* is your 2-character state abbreviation).
?? Change the destination of the *Unzip To Folder* to the directory you will want your state data file to reside.
?? Select the Unzip button.
?? The state data file, fscs_***st_FY2001***.mdb will be automatically extracted.

This completes the installation of the WinPLUS 2.3 System. The self-extracting archives (i.e., *winplus23install.exe*, *winplus23upgrade.exe*, and *winplus**st**mdb.exe*) are no longer needed and may be deleted to save space.

3 OVERVIEW OF WinPLUS

3.1 WinPLUS Sequence

In general, WinPLUS uses the following sequence:

1. Data entry, either by importing the data from an external file (using WinPLUS Main Menu option 'Import'), or by keyboard data entry (via WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)'). For more information, see section 5.2—Import and section 5.5—View/Update Administrative Entity or Outlet Record(s)).

2. Review of edit checks and other reports of the data using the following tools:

   The 'Edit Checks (Current-Year and Historical)' option on the WinPLUS Main Menu generates a complete edit report for all libraries. A single-library edit report can be generated from the Main Menu option 'View/Update Administrative Entity of Outlet Record(s)'.

   The 'Report of Mismatched Record(s)' and 'Create Tables and State Summary Data' options on the WinPLUS Main Menu, which generate a list of unmatched records, single library tables, state tables, and state summary data.

   The edit checks and other reports are discussed in detail in sections 5.4, 5.8, 5.9, and 5.10.

3. Submission of your final data. The instructions for a complete data submission are provided in section 6—Prepare File for Submission.

FSCS ID#

Administrative entities have unique FSCS ID #s that conform to the XX#### numbering scheme, where XX is the two-letter State abbreviation and #### is a WinPLUS-generated number. Outlets are given the same FSCS ID# as their 'parent' administrative entity, plus a unique 3-digit suffix identifying the outlet. Identifying information on administrative entities is included on the administrative entity file and the outlet file.

3.2 Historical Tracking

For administrative entities and outlets, an historical tracking feature records official name and address changes and structural changes such as library closings, new libraries, the merging of two libraries, etc., as the user enters data.

WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)' is used to look at and/or to make changes to pre-existing records. WinPLUS Main Menu options 'Administrative Entity Structure Changes' and 'Outlet Structure Changes' are used to make structural changes to administrative entity or outlet records.

3.3 Valid Entries Only

Invalid entries are not permitted during data entry. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

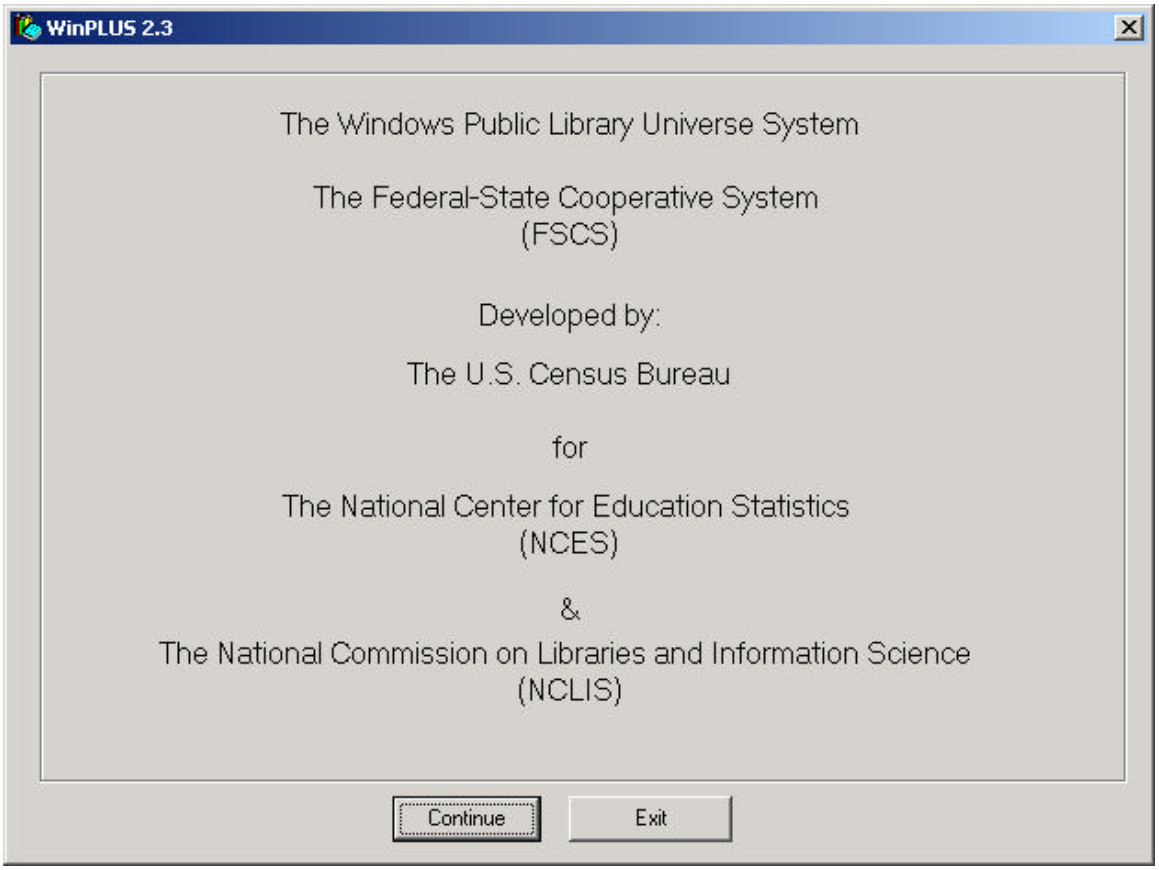
-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some data elements require codes (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

4 STARTING WinPLUS

To start WinPLUS, click the 'Start' button in Windows, then 'Programs', and choose WinPLUS.

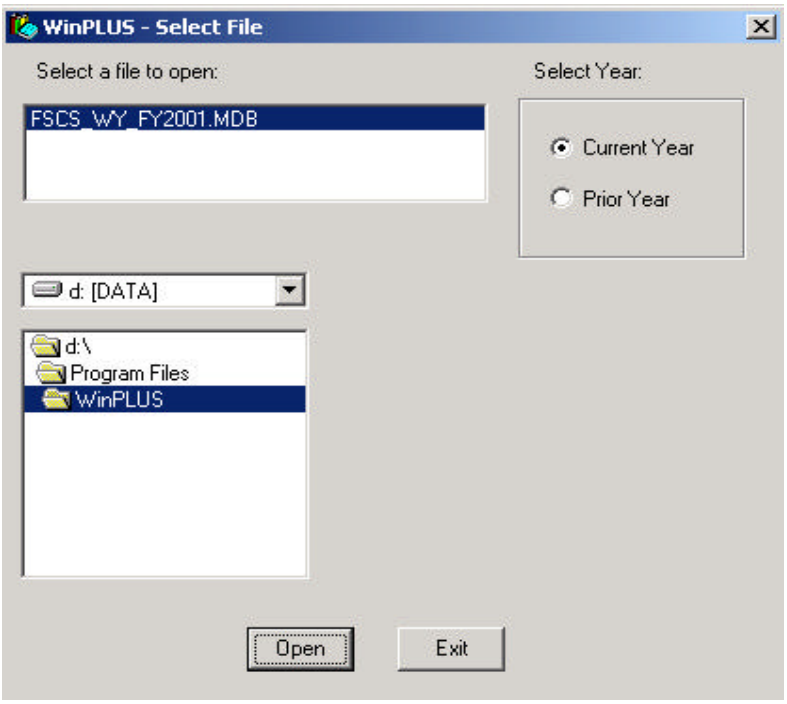
4.1 Introductory Screen

WinPLUS greets the user with the following introductory screen. Choose 'Continue' to go to the next screen. 'Exit' will take the user out of WinPLUS.



4.2 Select Data File

A screen appears that lists your state file (**FSCS_XX_FYZZZZ.MDB**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2001 for the current data collection). The user can select **Current Year** or **Prior Year**. Normally you would select the current-year file. After selecting the file, choose 'Open' to continue or "Exit' to return to the WinPLUS Main Menu.



Current-Year File (Fiscal Year 2001 Reporting Period)

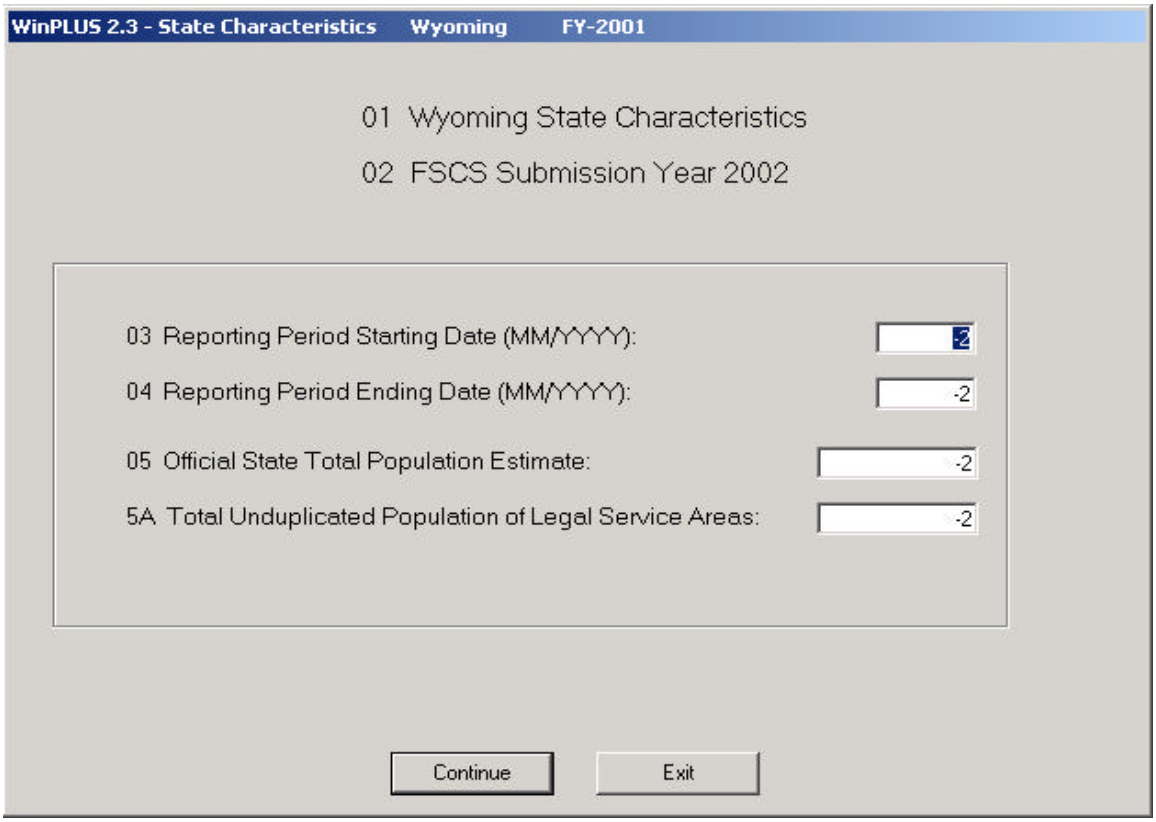
The Current-Year file is a 'template' file that contains records for administrative entities for all public libraries in your state. The template file contains prior-year data (i.e., fiscal year 2000 data) for items 1 through 7E and for items 47 through 49 because this information is not expected to change annually—the user should update data that have changed. The remaining items (i.e., 8 through 46 and 50 through 52) have been filled with -2, and the user should provide data for fiscal year 2001 for these items.

Data File Names

WinPLUS administrative entity files are a part of the (**FSCS_XX_FYZZZZ.MDB**) database. In this manual, file names will commonly include 'XX' for the two-letter state abbreviation. Substitute your state abbreviation for XX, such as 'WY' for Wyoming.

4.3 State Characteristics Data

After the user selects a data file, WinPLUS automatically displays a screen so the user can enter state characteristic data (See Appendix D—State Characteristics Data Element Definitions). Items 01 and 02 automatically display your state's name (Wyoming in this example) and the FSCS Submission Year (the year in which the data are submitted to NCES). **The user enters data for Reporting Period Starting Date, Reporting Period Ending Date, Official State Total Population Estimate, and Total Unduplicated Population of Legal Service Areas.**



The cursor is on the **highlighted** data entry field for data element 03—Reporting Period Starting Date. *The Reporting Period for this data submission is fiscal year 2000-2001.* Enter the data and then tab or press ENTER to go to the next item, etc. The data are automatically saved in the database when you select the 'Continue' button, and the next screen, the WinPLUS Main Menu, is then displayed.